

Today's Issues A Bibliography of Selected Items

Number 137, April 2002

Résumé Writing: This Is Your Life!

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State employees may request items below by completing a "Request a Book, Article or Media Material" form at <http://www.statelib.wa.gov/employee/journals.cfm> for each item. For questions, contact Reference at the number and e-mail address above.

SELECTED JOURNAL ARTICLES

Full-text articles are available electronically through the Ebsco and ProQuest databases. From www.statelib.wa.gov click on "Services for State Employees," "Articles and Newspapers." Key: **E** = Ebsco; **P** = ProQuest; **W** = WSL print journal

Burt, Erin. "Résumé Theft: An Online Risk." **Kiplinger's Personal Finance Magazine**, May 2002. P. 28. [E]

Dicken, Eric L. "Cyberspace Resume Kit: How to Make and Launch A Snazzy Online Résumé." **Journal of Career Planning & Employment**, Summer 1999. p. 16. [P]

Dunham, Kembra J. "Your Career Matters: Wacky Résumés Get Attention -- But a Job, Too?" **Wall Street Journal**, Dec 19, 2000. p. B1. [P, W]

Dyhouse, Tim. "Free Résumé Writing Service for Vets." **VFW, Veterans of Foreign Wars Magazine**, March 1999. p. 10. [P]

Haskell, Kari. "Liar, Liar, You're Not Hired; Even White Lies Hurt Job Hunters." **New York Times**, May 30, 2001. p. G1. [P, W]

Jensen, David G. "The Cover Letter: Door Opener Par Excellence." **Biopharm**, September 2000. p. 70+ [P]

Jones, Jones. Playing with Fire. (Posting résumés online can be dangerous to your current employment.) **Kiplinger's Personal Finance Magazine**, April 2000. P. 36. [P]

Mendels, Pamela. "When It's Time to Refresh Your Résumé." **Business Week Online**. August 13, 2001. Unpaged. [E]

Petersen, Melody. "A Résumé Distinguished by What It Didn't Mention." **New York Times**, September 6, 2001. P A1. [E, W]

Reynolds, Keith. My Brilliant Career. (Be clear on whether your potential employer is trying to fit a person to a job, or a job to a person.) **Management Accounting**, May 2000. p. 56.

Salkever, Alex. "A Better Way to Float Your Résumé: You Can Customize Your Job Hunt on Small Sites." **Business Week**, October 9, 2000. p. 202. [P, W]

Silverman, Rachel Emma. "Résumés Become Multimedia Productions." **Wall Street Journal**. February 1, 2000. P. B16. [E, W]

SELECTED BOOKS

N= NetLibrary Ebooks; available to State employees through the Washington State Library catalog.

Beatty, Richard H. **175 High-Impact Cover Letters**. J. Wiley and Sons, 2002. 244 p. **650.142 BEATTY 2002**

Beatty, Richard H. **175 High-Impact Résumés**. J. Wiley and Sons, 2002. 288 p. **650.142 BEATTY 2002**

Diggs, Anita Doreen. **Barrier-Breaking Résumés and Interviews : Jumping the Hurdle of Unemployment and Getting a Job**. Times Books, 1999. 113 p. **650.14 DIGGS 1998**

Fein, Richard. **101 Quick Tips for a Dynamite Résumé**. Impact Publications, 1999. 189 p. [N]

Jackson, Acy L. **Prepare your Curriculum Vitae**. NTC Learning Works, 1998. 177 p. [N]

Krannich, Ronald L. **High Impact Résumés and Letters: How to Communicate Your Qualifications to Employers**. Impact Publications, 1998. 305 p. **650.14 KRANNIC 1998**

Smith, Rebecca. **Electronic Résumés & Online Networking: How to Use the Internet to Do a Better Job Search, Including a Complete, Up-To-Date Resource Guide**. Career Press, 1999. 219 p. **025.0665 SMITH 1999**

Tepper, Ron. **Power Résumés**, Wiley, 1998. 259 p. [N]

Washington State Dept. of Social & Health Services, Division of Vocational Rehabilitation. **DVR Job Search Handbook: Information, Techniques and Tips on Finding the Right Job**. The Division, 1999. 56 p.
WA 360 So1dvr j 1999

Weddle, Peter D. **Internet Résumés: Take the Net to Your Next Job**. Impact Publications. 193 p. **808.0666 WEDDLE 1998**

Wendleton, Kate. **Building a Great Résumé : For Job Hunters, Career Changers, Consultants, and Freelancers**. Career Press, 1999. 195 p. [N]

Whitcomb , Susan Britton. **Résumé Magic : Trade Secrets of a Professional Résumé Writer..** JIST Works, c1999. 596 p. **808.0666 WHITCOM 1999**

SELECTED VIDEOS

To order these items, please call the Multimedia Coordinator at (360) 704-5209

Access Unlimited Job Search Series: 2. Résumés and Applications for People With Disabilities. Cambridge, 1998. 30 minutes.
VIDEO 650.1408 ACCESS 1998 v2

Creating Your Portfolio. Cambridge Educational, 2000. 17 minutes. **VIDEO 650.14 CREATING 2000**

Prepare a Résumé and Write a Cover Letter. SignMan, 1991. 30 minutes. In sign language, a mixture of ASL and PSE; open captioned; with voice-over narration. **VIDEO 650.142 PREPARE 1991**

Using Your Portfolio. Cambridge Educational, 2000. 21 minutes. **VIDEO 650.142 USING M 1999**

Web Résumés and Other Non-Traditional Formats. Cambridge Educational, 1999. 27 minutes. **VIDEO 650.14 WEB RES 1999**

SELECTED INTERNET SITES Accessed April 2002

Career Resource Library. Posting Your Résumé Online. Lists online resume databanks, both free and for fee, that will post a resume. <http://www.acinet.org/acinet/library.htm?category=3.5>

Careers and Job Searching: How-To: Résumés and Interviews. Poster sessions on résumés and other job searching techniques. <http://www.essortment.com/in/Careers.How-To/index.htm>

Dikel, Margaret F. **The Riley Guide: Résumés & Cover Letters**. Includes help with portfolios, presentation, delivery, and Internet and privacy issues. <http://www.rileyguide.com/resprep.html>

Bolles, Richard N. **The Net Guide: Your Résumé**. The author of What Color is your Parachute? recommends sites to help you create a résumé. <http://www.jobhuntersbible.com/resumes/resumes.shtml>